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ABSTRACT

This annotated bibliography of current counseling and educational literature provides information about the following areas: (1) occupations; (2) educational, vocational, and personal guidance; (3) guidance administration and procedures; (4) student aids; (5) free or inexpensive guidance material; (6) teacher aids; (7) adult education and the aging; (8) handicapped and rehabilitation counseling; and (9) books and periodicals in guidance and related fields. Price information and addresses for ordering the material are included. (Author/JLL)

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OCCUPATIONAL INFORMATION

Architect. American Institute of Architects, 1735 New York Ave., N.W., Washington, DC 20006. 1977. Un-numbered. Free. Arranged in question-answer format, this pamphlet presents information on what architects do, training needed to become an architect, and how to find out more about this career field.

Careers for Young Jewish Adults in Israel. Henry B. Stern. B'nai B'rith Aliyah Information Office and B'nai B'rith Career and Counseling Services in cooperation with the Israel Aliyah Center, Inc. Available from: B'nai B'rith Career and Counseling Services. Address on masthead. 1976. 34 pp. Free. General information on educational and career opportunities is provided for those planning to go to Israel. Careers in the helping professions, industry, science and health, and other professions are considered. The Israeli way of life and hints on conducting a job search are discussed.

Career in Air Conditioning, A. Air-Conditioning and Refrigeration Institute, 1815 N. Fort Myer Dr., Arlington, VA 22209. 1976. Un-numbered. Free. The importance of this career field, work performed, hours and pay, education and training needed, and types of schools which offer this training are considered.

Careers in Civil Engineering: The Public Works Engineer. American Society of Civil Engineers, 345 E. 47th St., New York, NY 10017. 1976. Un-numbered. Free (single copy). The role of the public works engineer in providing a better quality of life in urban areas is discussed. A listing of further readings and names and addresses of related organizations are given.

Careers in Chemical Marketing. Sales Association of the Chemical Industry, Inc., 50 E. 41st St., New York, NY 10017. 1976. 13 pp. Free. Overviews of the chemical industry and chemical marketing are presented. Opportunities in this career field, education required, salaries to expect, and suggested further readings are given.

Career in Journalism, A. National Newspaper Association, 491 National Press Bldg., Washington, DC 20045. 1976. Un-numbered. Free (up to 10 copies). Brochure presents information on personal qualities of a successful journalist, job opportunities for qualified newspaper journalists, preparation for this career field, and where to get more information.

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Career in Music Therapy, A. National Association for Music Therapy, Inc., P.O. Box 610, Lawrence, KS 66044. 1977. Un-numbered. Free. What music therapy is, career opportunities, and education needed to become a music therapist are detailed. Colleges and universities offering programs in music therapy and approved by the National Association for Music Therapy are listed.

Careers in Physical Therapy. American Physical Therapy Association, 1156 15th St., N.W., Washington, DC 20005. 1976. Un-numbered. Free (single copy). This pamphlet presents an overview of this career field, employment opportunities, educational requirements, and requirements for licensure or registration. Listings are given of schools which offer professional programs for physical therapists and physical therapist assistants. Financial assistance sources are also listed.

Career in Teaching Industrial Arts, A. American Industrial Arts Association, 1201 16th St., N.W., Washington, DC 20036. 1976. Un-numbered. Free (single copy). Pamphlet examines what industrial arts teachers do, benefits of this career field, and the employment outlook. Educational requirements and sources of further information are given.

Challenge of Clinical Chemistry, The: Is It For You? American Association for Clinical Chemistry, 1725 K St., N.W., Washington, DC 20006. 1977. Un-numbered. Free. This brochure describes career opportunities in clinical chemistry. The role of the clinical chemist, work settings, educational requirements, and financial benefits are discussed.

Clerical Jobs and Your Career. U.S. Department of Labor, Bureau of Labor Statistics, 441 G St., N.W., Washington, DC 20212. 1976. 4 pp. Free (single copy). Variety of different office jobs which utilize clerical abilities are briefly described. Training needed and how to learn more about career choices in the clerical field are discussed.

Career Opportunities For You in Life and Health Insurance. Educational Services, American Council of Life Insurance, 227 Park Ave., New York, NY 10017. 1977. 24 pp. Free. This booklet provides information on the purpose of life and health insurance and career opportunities available in this area. Details are provided on specific jobs and financial rewards are described. Resources for additional information are listed.

Dance—A Career for You. National Dance Association, American Association of Health, Physical Education, and Recreation, 1201 16th St., N.W., Washington, DC 20036. 1977. Un-numbered. Free (up to 5 copies). This pamphlet presents information on dance and dance-related occupations. Employment opportunities, personal qualifications, training needed, and knowledge and skills required are detailed.

Entomologists in the Argicultural Research Service. Agricultural Research Service. U.S. Department of Agriculture, Federal Bldg., Hyattsville, MD 20782. 1976. Un-numbered. Free. This pamphlet discusses career opportunities for entomologists in the Agricultural Research Service. Information on qualifications, work locations, and career benefits is provided.

How About Considering Information Science? American Society for Information Science, 1155 16th St., N.W., Suite 210, Washington, DC 20036. 1976. Un-numbered. Free. What information science is, what people in this career field do, and short descriptions of types of jobs held by people in this career field are given. Salary expectations, educational requirements, and whom to contact for more information are presented.

Industrial Hygienists. Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1977. 4 pp. $1.00. Work performed, working conditions, hours and earnings, where employed, educational and training requirements, employment outlook, advancement opportunities, and related occupations are detailed.

Interpreters and Translators. Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1977. 6 pp. $1.00. Personal and educational requirements, work performed, working conditions, hours and earnings, where employed, advancement possibilities, related occupations, and sources of further information are detailed for these career fields.

Liberal Arts and Your Career. U.S. Department of Labor, Bureau of Labor Statistics, 441 G St., N.W., Washington, DC 20212. 1976. 4 pp. Free (single copy). Variety of job fields open to liberal arts graduates are considered. Careers in administration,

sales, personnel, law, and communications are discussed. How to increase job prospects and how to learn more about specific career choices are presented.

Math and Your Career. U.S. Department of Labor, Bureau of Labor Statistics, 441 G St., N.W., Washington, DC 20212. 1976. 4 pp. Free (single copy). Career choices available to those with mathematics backgrounds are considered. How to locate more information on specific career areas is detailed.

Mechanical Engineering. Engineers' Council for Professional Development, 345 E. 47th St., New York, NY 10017. 1976. Un-numbered. Free (single copy; indicate Code EC-70 ME when ordering). Brochure presents overview of field, various job titles held by those employed in this field, and high school and college preparation necessary for those interested in careers in mechanical engineering.

Mental Health Technician, The. National Association for Mental Health, Inc., 1800 N. Kent St., Arlington, VA 22209. 1976. 3 pp. 12 cents. What mental health technicians do, training needed to become a mental health technician, and salaries to expect are considered. The future of this career field and sources of further information are also included.

Official 1977-78 Guide to Airline Careers, The. Alexander Morton. Arco Publishing Company, Inc. Available from: Airline Careers, P.O. Box 507, Miami Springs, FL 33166. 1977. 112 pp. $5.95. Career opportunities with the airlines are described. Positions such as aircraft cleaner, transportation agent, flight attendant, and pilot are covered. Employment information on North American and foreign airlines is included.

Conservation Officers. Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1977. 4 pp. $1.00. Variety of jobs which conservation officers perform are described. Working conditions, hours, earnings, educational and personal requirements, entry methods, employment outlook, and related occupations are outlined.

Opportunities in Public Accounting For You. National Society of Public Accountants. 1717 Pennsylvania Ave., N.W., Washington, DC 20006. 1977. 8 pp. Free. This pamphlet describes career opportunities in the practice of public accounting. Educational requirements, scholarships, ethics and practice of public accounting, and continuing education are discussed.

Osteopathic Medicine. (Revised). American Osteopathic Association, 212 E. Ohio St., Chicago, IL 60611. 1976. Un-numbered. 10 cents. Pamphlet gives an overview of this career field. Educational requirements, licensure requirements, and information on employment settings for those engaged in this career are included.

Reach Out: Occupational Therapy in the Community. The American Occupational Therapy Association, Inc., 6000 Executive Blvd., Rockville, MD 20852. 1977. Un-numbered. Free. This pamphlet describes career possibilities in the field of occupational therapy. It includes information on education, areas of work, certification, and advancement potential.

Seeking a Lifetime Career? Barber Styling School. National Association of Barber Schools, Inc., 338 Washington Ave., Huntington, WV 25701. 1976. Un-numbered. Free. The art of barber styling, opportunities in this career field, benefits, and employment outlook are presented.

Social Worker in the VA, The. Veterans Administration, Forms and Publication Depot, 2625 Shirlington, Arlington, VA 22206. 1976. 11 pp. Free (single copy). The role of social work service in the overall VA health-care program is described. Information on qualifications, employee benefits, and continuing education is provided. Included is a listing of all VA hospitals and clinics nationwide.

Technical Illustrating as a Career. Society for Technical Communication, 1010 Vermont Ave., N.W., Washington, DC 20005. 1976. Un-numbered. Free (single copy). Opportunities in visual communications and educational and personal qualifications needed are discussed. Typical duties of technical illustrators are outlined.

Tellers (Banking). Chronical Guidance Publications, Inc., Moravia, NY 13118. 1977. 4 pp. $1.00. Work performed by bank tellers is described. Working conditions, hours, earnings, educational and personal

requirements, entry methods, employment outlook, and avancement opportunities are outlined.

There's an Action Career Ahead. . .When You Become an Educated Dental Assistant. American Dental Assistants Association, 211 E. Chicago Ave., Suite 1230, Chicago, IL 60611. 1976. Un-numbered. Free. Various employment opportunities for dental assistants, range of duties performed by dental assistants, educational requirements, financial aid, and professional organizations in this career field are presented.

200 Ways to Put Your Talent to Work in the Health Field. National Health Council, Inc., 1740 Broadway, New York, NY 10019. 1977. Un-numbered. 6 cents. This pamphlet describes employment opportunities in the health field. Information is given on training, salaries, availability of jobs, and work settings. Specific careers in health which are discussed include: clinical laboratory services, dentistry, nutrition, health education, health information and communication, health services administration, medicine, nursing, science and engineering, technical instrumentation, veterinary medicine, vision care, pharmacy, and podiatry.

Why Would a Girl Go Into Medicine? Medical Education in the United States: A Guide for Women. Margaret A. Campbell. The Feminist Press, Box 334, Old Westbury, NY 11568. 1977. 114 pp. $3.50. This book is designed to assist women in selecting and surviving a medical education. It is a survey of discrimination against women in United States medical schools in such areas as recruiting, admissions, financial aid, lodging, athletic facilities, and health services. Specific medical schools are evaluated.

Yellow Pages of Careers: How to Find the Careers for You. Harold E. Nichols and William John Schill. Interstate Printers and Publishers, Inc., Danville, IL 61832. 1977. 142 pp. $4.95. This book is intended to help students, counselors, and the general public decide on careers and locate opportunities through using the Yellow Pages of the local telephone directory. Activities are presented which help individuals identify career interests. Information is given on numerous career areas and on conducting an effective job search.

Your Future in Daily Newspapers. American Newspaper Publishers Association Foundation, P.O. Box 17407, Dulles International Airport, Washington, DC 20041. 1976. 35 pp. Free (single copy). Information of importance to high school and college students considering careers in newspaper work is presented. Various jobs associated with newspaper publishing are discussed, including editing, writing, photography, and managing. The future of these career fields and how to obtain further information on each are detailed.

Your Tomorrow—A Guide to Careers in the Chemical Industry. Manufacturing Chemists Association, 1825 Connecticut Ave., N.W., Washington, DC 20009. 1976. 22 pp. Free. Descriptions are given of types of career opportunities open to people in the chemical industry. Production, research and development, marketing, management, and legal services are some of the opportunities discussed. Preparation for these careers and whom to contact for more information are included.

EDUCATIONAL, VOCATIONAL AND PERSONAL GUIDANCE

Best Dad is a Good Lover, The. Charlie Shedd. Sheed, Andrews and McNeel, Inc., 6700 Squibb Rd., Shawnee, KS 66202. 1977. 135 pp. $5.95. This book presents anecdotes supporting the author's belief in the importance to children of strong relationships between parents. It is directed toward men primarily, enjoining fathers to show their love for their wives consistently. The writer is author of a nationally synidcated column of advice to fathers.

Big You, Little You: Separation Therapy. Grace Elish Kirsten and Richard C. Robertiello. The Dial Press, 1 Dag Hammarskjold Plaza, New York, NY 10017. 1977. 166 pp. $8.95. This self-help book, by a practicing psychotherapist, presents a technique for developing maturity through first separating and then harmonizing our rational and our childlike impulses. Case histories and illustrative dialogues are used.

Career Planning: Freedom to Choose. Bruce Shertzer. Houghton Mifflin Company, 1 Beacon St., Boston, MA 02107. 1977. 386 pp. $6.50. This book, intended for use by college students, stresses orientation to

college, self-study and understanding, occupational exploration, and educational and vocational planning. Exercises and activities that students can do individually or in groups are included.

Career School Directory. Stephen C. Paine and Jacqueline Bennet (Eds.). EDFAC Publishing Company, 2211 Broadway, Pekin, IL 61554. 1977. 376 pp. $12.95. This directory serves as a resource for locating appropriate schools for a chosen career. Schools are listed by state. Each entry gives the name of the school, accreditation, address, and a description of its training programs. Included is information on financial aid for students.

Crisis Intervention and How It Works. Romaine V. Edwards. Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, Il 62717. 1977. 78 pp. $8.00. Author discusses the role of the paraprofessional in crisis intervention counseling. ABC method of crisis intervention counseling is detailed. Specific crisis situations are also discussed.

Doubleday Roget's Thesaurus in Dictionary Form, The. Sidney I. Landau and Ronald J. Bogus (Eds.). Doubleday and Company, Inc., 245 Park Ave., New York, NY 10017. 1977. 804 pp. $4.95. This volume is an all-purpose thesaurus designed to meet the day-to-day needs of home, school, and office. It contains more than 250,000 synonyms and antonyms covering basic words as well as slang terms, words of recent origin, and words with newly developed meanings. Entries are arranged alphabetically with synonyms listed in order of commonness of usage and antonyms conveniently listed under each appropriate entry.

Education for Allied Health Careers. American Medical Association, 535 N. Dearborn St., Chicago, IL 60610. 1976. 132 pp. Free (single copy). Educational programs accredited by the American Medical Association which offer training in allied health occupations are listed. Addresses of national allied health organizations are given. Career opportunities for various allied health occupations are profiled.

Educational Commission for Foreign Medical Graduates: Information Booklet, 1977. Educational Commission for Foreign Medical Graduates, 3624 Market St., Philadelphia, PA 19104. 1977. 32 pp. Free. Information for foreign medical graduates who desire to practice in the United States is contained in this pamphlet. Certification by this commission and the commission's examination are discussed.

Encyclopedia of Associations. (Eleventh Edition). Margaret Fisk (Ed.). Vol. I, National Organizations of the U.S., Gale Research Company, Book Tower, Detroit, MI 48226. 1977. 1,456 pp. $70.00. This volume provides listings for nearly 14,000 organizations of importance to Americans. In addition to national, nonprofit membership organizations, it includes entries for selected non-membership groups, foreign groups of interest to Americans, international groups with large American memberships, local and regional groups whose impact extends beyond their areas, and citizen action groups. Information given in a typical entry consists of the group's address, chief executive, phone number, purpose and activities, membership, publications, convention schedule, and other details.

Free University Directory: Spring 1977. Free University Network, 615 Fairchild Terrace, Manhattan, KS 66502. 1977. 18 pp. $1.00. This directory lists names, addresses, and phone numbers of ungraded, non-degree granting, unaccredited organizations throughout the country which offer educational classes to the general public.

Freedom in Meditation. Patricia Carrington. Anchor Press/Doubleday, Garden City, NY 11530. 1977. 384 pp. $8.95. This book covers research on meditation and how to use meditation for personal growth. Types of meditation and their suitability for certain types of persons are discussed.

Fundamental Philosophy of the Counseling Profession. S. Norman Feingold. Counselor's Information Service, Special Supplement, Vol. 32, No. 2. B'nai B'rith Career and Counseling Services. Address on masthead. 1977. 15 pp. $1.00. This invitational speech presents numerous tenets which are basic to the counseling profession. The importance and uniqueness of each person, the belief that each person should be permitted freedom of choice, the need for research and accountability as integral parts of the counseling profession, and the need for counselors to pursue continuing education are discussed. A selected bibliography is included.

Graduate Library School Programs Accredited by the American Library Association. American Library Association, "Accredited List," 50 E. Huron St., Chicago, IL 60611. 1977. Un-numbered. Free. This pamphlet lists names and addresses of schools in the United States and Canada offering postgraduate work in library science. Name of the contact person at each school is listed.

Habits: How We Get Them, Why We Keep Them, How We Kick Them. Richard Stiller, Thomas Nelson, Inc., Publishers, 407 7th Ave., S. Nashville, TN 37203. 1977. 157 pp. $6.95. The author discusses what habits are, how they develop, and how they are broken. The psychological, physiological, and philosophical aspects of habits are covered.

Handbook of Private Schools, The. (Fifty-eighth Edition). Jennie B. Fonzo, et al. Porter Sargent Publishers, Inc., 11 Beacon St., Boston, MA 02108. 1977. 1,472 pp. $21.00. This book describes over 1,900 private schools in the United States. The history, philosophy, policy, and program aims of each school are discussed. Schools are arranged geographically. A brief description of each city or town is given.

How to Work for a Living and Like It: A Career Planning Workbook. John H. Zenger et al. Addison-Wesley Publishing Company, Reading, MA 01867. 1977. 73 pp. $3.95. This workbook is intended to help young adults discover new possibilities for rewarding careers. Three sections entitled "Know Thyself," "Know the Territory," and "Your Road Map" include questionnaires and self-evaluation exercises. The Appendix lists books and tests for further investigation.

How to Write Better Résumés. Adele Lewis. Barron's Educational Series, Inc., 113 Crossways Park Dr., Woodbury, NY 11797. 1977. 297 pp. $2.95. This book provides a step-by-step approach to résumé writing with model résumés for 250 job classifications. Included is information for the person with special needs: the newcomer to the marketplace, the returning housewife, the minority member, the handicapped person, the foreign-born, the retiree, the candidate over forty, and the person interested in advancing salary and job status. It includes the interview and job acceptance process. An appendix provides job descriptions and employment outlook.

Independent Study 1977-78. University of Wisconsin-Extension, 227 Extension Bldg., 432 N. Lake St., Madison, WI 53706. 1977. 98 pp. Free. This bulletin describes over 400 correspondence courses available through University of Wisconsin-Extension. The program provides opportunities to earn a high school diploma, complete a bachelor's degree, earn continuing education credits, and obtain vocational and technical training. Enrollment procedures, costs, course descriptions, and general regulations are included.

Job Satisfaction After College—The Graduates' Viewpoint. Ann Stouffer Bisconti and Lewis C. Solomon. College Placement Council, Inc., P.O. Box 2263, Bethlehem, PA 18001. 1977. 62 pp. $5.00. This booklet contains findings of a national survey designed to find out from college graduates how they are using their college education and how satisfied they are with their careers. The data were obtained in 1975 from more than 41,000 college graduates who had been surveyed as freshmen in 1961 and had been followed up in 1965 and 1971. Factors contributing to employment satisfaction are explored.

Joy of Interviewing, The: A Gourmet Guide to Employee Selection. Edward L. Levine. Personnel Services Organization, 1414 W. Broadway Rd., Temple AZ 85282. 1976. 37 pp. $2.95 (with quantity discount available). This booklet is designed for the supervisor or manager who interviews and hires applicants. It is a "how to do it" handbook that explains how to prepare for and carry out an effective and legally-acceptable employment interview. Author has drawn on his own experience, recent research and thinking on selection interviews, and the relevant equal employment opportunity laws and guidelines.

Kit For Guidance Counselors on Home Study Schools. National Home Study Council, 1601 18th St., N.W., Washington, DC 20009. 1977. Un-numbered. Free. This Kit provides information on home study training programs available in a wide range of occupations. Included in the Kit are pamphlets such as: "A Counselor's Guide to Home Study," "The Role of Home Study Today," "Careers for the Homebound: Home Study Opportunities," "Tips on Home Study Programs," "Home Study School Accreditation," and the "Directory of Accredited Home Study Schools: 1977-1978."

Let's Think About You. Gerald Cosgrave. *Career Planning* series–No. 1. Guidance Centre Faculty of Education, University of Toronto, Toronto, Ont., M4W 2K8, Canada. 1977. 98 pp. $3.50. This book deals with self-assessment in choosing a career and suggests concrete methods to do so.

Listening As a Way of Becoming. Earl Koile. Word Books, 4800 W. Waco Dr., Waco, TX 76703. 1977. 131 pp. $5.95. Frequently using examples from his own experience, both personal and as a practicing psychotherapist, the author explores the listening process, emphasizing its significance in promoting self-awareness as well as more sensitive relationships with others. Suggestions for more effective listening are mentioned.

Living–When a Loved One Has Died. Earl A. Grollman. Beacon Press, 25 Beacon St., Boston, MA 02108. 1977. 115 pp. $7.95. This book is intended to help those who have experienced the death of a loved one. It deals with feelings of shock, despair, and self-recrimination that accompany such a loss and offers ways toward recovery. The author writes in simple prose set as free verse, quoting frequently from Saint-Exupéry, Thoreau, and others.

Mixed Families: Adopting Across Racial Boundaries. Joyce A. Ladner. Anchor Press/Doubleday, Garden City, NY 11530. 1977. 290 pp. $10.00. This book examines motivations of parents who adopt across racial boundaries. Over 15,000 couples in the United States have adopted a child of another race. The author investigates the reactions of friends and neighbors and how the couples' other children and parents respond to the adoption. Emphasis is placed on the difficulty of establishing the racial identity of a black child placed in a white home.

Mixed Marriage: Between Jew and Christian. Samuel E. Silver. Arco Publishing Company, Inc., 219 Park Ave., S., New York, NY 10003. 1977. 107 pp. $5.95. This book is designed to help individuals who are planning to enter into an interfaith marriage. The author discusses difficulties of mixed marriages, the mixed marriage ceremony, and how to make an interfaith marriage work. He also gives his own personal reflections on intermarriage.

1977 National Register of Certified Sex Educators and Certified Sex Therapists. Beatrice K. Brody and Committees on Certification of Sex Educators and Sex Therapists (Eds.). American Association of Sex Educators, Counselors and Therapists, 5010 Wisconsin Ave., N.W., Washington, DC 20016. 1977. 65 pp. $3.00. This guide includes information on membership, services, ethics, and requirements for certification of this national association. Names and addresses of certified sex educators and of certified sex therapists are listed by state.

Personal Vitality. Donald B. Miller. Addison-Wesley Publishing Company, Inc., Reading, MA 01867. 1977. 374 pp. $11.95. This book is intended to provide strategies for increasing individual and organization productivity. The author draws ideas from current progress in the behavioral and social sciences, from business experiences, personal experiences, philosophy, and science. Vitality is defined and techniques for setting and achieving goals are examined. A workbook, which offers exercises for the individual, is available for $3.95 as a companion to this volume.

Perspective of Counseling in the United States: Past, Present and Future. S. Norman Feingold. Counselor's Information Service, Special Supplement 1, Vol. 32, No. 3. B'nai B'rith Career and Counseling Services. Address on masthead. 1977. 16 pp. $1.50. This invitational speech presents the history of guidance and counseling from its beginnings in the 1890's to 1976. Present needs such as establishing standards for counselors and maintaining counselor competencies are discussed. Future goals include training counselors to become agents of change.

Preparation for Work of the Future. S. Norman Feingold. Counselor's Information Service, Special Supplement, Vol. 31, No. 3. B'nai B'rith Career and Counseling Services. Address on masthead. 1976. 8 pp. $1.00. Overview is provided of possible directions to be taken in order to open equal opportunity to all who wish to work. Types of work and services projected for the year 2000 are outlined. Planning for and education of the handicapped to fill jobs of the future are considered.

Productivity: A Selected, Annotated Bibliography, 1971-75. U.S. Department of Labor, Bureau of Labor Statistics, Bulletin 1933. Superintendent of

Documents, U.S. Government Printing Office, Washington, DC 20402. 1977. 114 pp. $1.80 (paper). This list, compiled for use in research, provides references for almost 1,000 publications. It is drawn chiefly from the U.S. Department of Labor Library Accessions list. *Journal of Economic Literature*, and *Dissertation Abstracts International–Humanities and Social Sciences*.

Second Time Around, The: Remarriage in America. Leslie Aldridge Westoff. Viking Press, 625 Madison Ave., New York, NY 10022. 1977. 174 pp. $7.95. This study of remarriage is based on interviews with hundreds of remarried people and professionals throughout the country. Special emphasis is placed upon the effect remarriage has on children. Eleven case studies are presented in which children share their experiences and their feelings toward their new families. Other topics discussed are money problems, legal difficulties, and the complex relationships created by reconstructed families.

Sex Education for Today's Child: A Guide for Modern Parents. Arlene S. Uslander, Caroline Weiss, and Judith Telman. Association Press, 291 Broadway, New York, NY 10007. 1977. 214 pp. $6.95 (paper). This book provides information to aid parents in helping their children achieve a sensible and livable attitude toward human sexuality. Guidelines are provided for answering common questions about sex, for dealing with the use of undesirable words, and for developing desired sex roles.

Shyness: What It Is, What To Do About It. Philip G. Zimbardo. Addison-Wesley Publishing Company, Reading, MA 01867. 1977. 263 pp. $5.95. The author presents an analysis of shyness, how it develops, and what contributes to its development. Exercises and activities to help shy people understand themselves, build self-esteem, and develop social skills are presented.

Staying Together: Marriages That Work. Patricia O'Brien. Random House, Inc., 201 E. 50th St., New York, NY 10022. 1977. 240 pp. $8.95. The author focuses on six married couples between the ages of thirty-five and forty-four to find out what it is that has kept them together. Basic underlying themes discussed include: viewing marriage as part of a constantly changing and growing process, being flexible and willing to experiment within the framework of marriage, and coping with midlife disillusionment while maintaining an active interest in the marriage. The six couples are studied within the larger framework of what marriage means today.

Student Expenses at Postsecondary Institutions, 1977-78. Elizabeth W. Suchar, Stephen H. Ivens, and Edmund C. Jacobson. College Entrance Examination Board, 888 7th Ave., New York, NY 10019. 1977. 81 pp. $4.00. This monograph contains information on costs of attending different types of postsecondary institutions. Eighteen tables present data indicating average expenses for resident students, commuting students, and self-supporting students. The tables also provide data on how postsecondary educational expenses are changing and how expenses vary by College Board region.

Teachers, Counselors, Librarians, Administrators Requirements for Certification for Elementary Schools, Secondary Schools, Junior Colleges. (Forty-second Edition). Elizabeth H. Woellner. The University of Chicago Press, 5801 Ellis Ave., Chicago, IL 60637. 1977. 227 pp. $13.00. This is an annual listing of requirements for certification of each state, recommendations of accrediting associations, and sources of information on United States possessions and territories.

To Raise A Jewish Child: A Guide for Parents. Hayim Halevy Donin. Basic Books, Inc., 10 E. 53rd St., New York, NY 10022. 1977. 230 pp. $10.95. The author provides guidance for parents interested in transmitting their religious heritage. Subjects discussed include: finding and evaluating a Hebrew school, dealing with secular peer group pressures on children, planning family observances in the home, and dealing with intermarriage. It is supplemented by appendices listing a variety of resources.

Up From Underachievement. Gary S. Felton and Barbara A. Biggs. Charles C. Thomas, Publisher, 301-307 E. Lawrence Ave., Springfield, IL 62717. 1977. 190 pp. $10.50 (cloth); $6.95 (paper). This book, designed for people who are underachievers as well as those who work with underachievers, presents a practical approach to the problems of underachievement in school, on the job, and in human relationships. It offers specific techniques for

changing maladaptive patterns into success-oriented behavior. Such topics as achievement motivation, communication skills, responsibility, problem solving, and counseling in the classroom are considered.

Vocational Choice in Counseling College Students. S. Norman Feingold. Counselor's Information Service, Special Supplement 2, Vol. 32, No. 3. B'nai B'rith Career and Counseling Services. Address on masthead. 1977. 16 pp. $1.50. This article discusses the concept of vocational choice and how it relates to counseling youth. Procedures for evaluating, testing, and counseling high school and college students are described. Details are provided on vocational counseling in a college and community service agency.

Womanpower: A Manual for Workshops in Personal Effectiveness. Laura G. Manis. Carroll Press Publishers, 43 Squantum St., Cranston, RI 02920. 1977. 128 pp. $5.00. This manual is a combination of text, worksheets, and suggested exercises that cover the range of women's needs from achieving personal effectiveness to developing a satisfactory career direction. It is designed to help women explore such areas as: values clarification, decision making, relationships between men and women, planning for future contingencies, role models, developing assertiveness, improving communication in interpersonal relationships, and leadership training. Although the manual is directed to the career-oriented woman, it is relevant to women in a variety of circumstances and ages.

Your Career: How to Plan It, Manage It, Change It. Richard H. Buskirk. Cahners Books, Inc., 221 Columbus Ave., Boston, MA 02116. 1976. 232 pp. $14.50. The author discusses career management, from the initial planning stages through job changes and climbing the career ladder. Suggestions to help individuals successfully manage their careers are presented.

Your Memory: How It Works and How to Improve It. Kenneth L. Higbee. Prentice-Hall, Inc., Englewood Cliffs, NJ 07632. 1977. 208 pp. The author has written this book as a practical guide. There is a chapter on underlying principles of mnemonics. Various systems for memory improvement are given as are reference notes.

GUIDANCE ADMINISTRATION AND PROCEDURES

ABC's of Child Care Work in Residential Care, The: The Linden Hill Manual. Paul Lambert. Child Welfare League of America, Inc., 67 Irving Pl., New York, NY 10003. 1977. 76 pp. $3.95. This manual describes a basic approach to the care of children in residential treatment centers. It is based on techniques developed at the Linden Hill School for severely disturbed adolescents. Topics discussed include: day-by-day routines, dealing with family, teamwork among child care workers, and sensitive issues in child care.

Accreditation for Personnel Administration and Industrial Relations Professionals. ASPA Accreditation Institute, P.O. Box F, Berea, OH 44017. 1977. 17 pp. Free. This booklet is designed for employers of personnel and industrial relations executives and staff. It presents information on the Accreditation Program for Personnel Administration and Industrial Relations. Details are provided on types of accreditation, accreditation examinations, updating accreditations, and revoking accreditation.

Advanced Value Clarification. Howard Kirschenbaum. University Associates, Inc., 7596 Eads Ave., La Jolla, CA 92037. 1977. 187 pp. $8.50. The author includes overviews of recent research and of the recent theories on value clarification. Strategies useful in designing value clarification experiences and in incorporating value clarification into curriculums are provided.

Annual School Plan, The. Karl R. Plath and Harold J. Perry. National Association of Secondary School Principals, 1904 Association Dr., Reston, VA 22091. 1977. 50 pp. $3.00. This monograph provides specific guidelines for use by school administrators in developing educational consensus in a school and with a community. The authors describe their success at identifying priorities and reaching objectives. Details are given on setting targets, on activities used to reach goals, and on methods of evaluating results.

Authentic Management: A Gestalt Orientation to Organizations and Their Development. Stanley M. Herman and Michael Korenich. Addison-Wesley Publishing Company, Inc., Reading, MA 01867. 1977.

236 pp. $7.95. This book is intended to help managers discover and develop their own skills and talents most effectively. Theories and ideas developed by Fritz Perls are applied to organizational and managerial development.

Communicating and Organizing. Richard V. Farace, Peter R. Monge, and Hamish M. Russell. Addison-Wesley Publishing Company, Inc., Reading, MA 01867. 1977. 304 pp. $10.95. This book, intended as a text for undergraduate or graduate courses in organizational communication or as a guide for managers and trainers, covers theories, applications, and analyses of organizational communications. Chapter summaries and a bibliography are included.

Comprehensive Emergency Services: A System Designed to Care for Children in Crisis, Neglected and Abused by Their Family, Neglected and Abused by Their Community. U.S. Department of Health, Education, and Welfare, Office of Human Development, Office of Child Development, HEW South Bldg., 330 C St., S.W., Rm. G311, Washington, DC 20201. 1976. 35 pp. Free (single copy). A description of a Comprehensive Emergency Services to Children in Crisis program operating in Nashville, Tennessee is given. The basic components of any program providing a coordinated system of 24-hour emergency services to children and their families are examined.

Decision Making: A Psychological Analysis of Conflict, Choice, and Commitment. Irving L. Janis and Leon Mann. 1977. 488 pp. $15.95. This volume is a study of the decision-making process and psychological factors which influence it. It describes how the stress of conflict can affect rationality of a decision and provides guidelines for improving quality of personal decision making. Included are numerous examples of people, well-known and anonymous, who have struggled with decision making.

Delivering Educational Service: Urban Schools and Schooling Policy. David Goodwin. Teachers College Press, Teachers College, Columbia University, New York, NY 10027. 1977. 152 pp. $6.95 (paper). The findings of this study, written for educators and social scientists, challenge many current tenets regarding effects on teaching of school bureaucracy. Teacher attitudes toward parents and pupils, the principal, school innovation, use of routines, and parental participation are studied. Their relation to bureaucratic school organization, social and educational attributes of students, and personal characteristics of teachers themselves are determined. Appendix contains questionnaire items used.

Developing Teams and Organizations: A Practical Handbook for Managers and Consultants. Uri Merry and Melvin E. Allerhand. Addison-Wesley Publishing Company, Inc., Reading, MA 01867. 1977. 422 pp. $16.95. This book presents a series of interventions which can be used by managers and consultants in order to increase effectiveness of people in organizations. Techniques, questionnaires, checklists, and guidelines are suggested which allow managers to easily apply these interventions. Material is based on practical experience of the authors, as well as theory and practice of specialists in the field.

Diploma Disease, The: Education, Qualification and Development. Ronald Dore. University of California Press, 2223 Fulton St., Berkeley, CA 94720. 1977. 214 pp. $5.50 (paper). The author contends that schooling is no longer a way of educating people but has become a ritualized process of qualification-earning. He traces underlying causes of this change through the educational histories of Britain, Japan, Sri Lanka, and Kenya. Ways in which schools can be brought back to the task of educating, not merely qualifying, are examined.

Effective Leadership in Voluntary Organizations. Brian O'Connell. Association Press, 291 Broadway, New York, NY 10007. 1976. 202 pp. $8.95. This book provides guidelines for making voluntary organizations effective instruments for citizen service and influence. It is appropriate for groups ranging from a temporary ad hoc committee to an ongoing organization with a professional staff. Subjects discussed include fund raising, fulfilling the role of organization president, the distinction between volunteers and staff, involvement of minorities, and evaluation of projects.

Federal Assistance for Programs Serving the Handicapped. Department of Health, Education, and Welfare, Office for Handicapped Individuals, 200 Independence Ave., S.W., Washington, DC 20201. 1976. 214 pp. Free. This compilation is a listing and

description of Federal grants which provide assistance to handicapped individuals and to agencies that work with the handicapped. Each entry gives information on the following: description of program, uses and use restrictions, types of assistance, formula and matching grants, applicant eligibility, beneficiary eligibility, application procedure, appropriations, program accomplishments, enabling legislation, and information contact. Programs are listed by Federal department or agency administering them.

Federal Regulation and Higher Education. Louis W. Bender. The American Association for Higher Education, 1 Dupont Cir., Suite 780, Washington, DC 20036. 1977. 79 pp. $3.50. This monograph explores the nature of regulatory practices to determine if federal regulations have infringed on institutional autonomy. The author reviews evolution of federal influence on higher education from 1636 to present, with detailed discussion of regulations in effect since 1970. Also included is an examination of how regulations are written, federal accountability versus institutional autonomy, and recommendations for reform.

Financing Community Colleges. Walter I. Garms. Teachers College Press, Teachers College, Columbia University, New York, NY 10027. 1977. 120 pp. $7.50. This volume offers a review of the development of community college systems and presents finance models which are currently in use in the United States. The finance models discussed are classified as free market, planned economy, and mixed economy and each is evaluated under a set of nine commonly accepted criteria. Two new innovative models are also presented.

Good Teaching in Maryland Colleges. Leon L. Lerner. B'nai B'rith Career and Counseling Services. Address on masthead. 1977. 28 pp. $2.00. This monograph is a summary of information gathered from thirty-eight institutions of higher learning in Maryland. The survey focuses on methods used by colleges to insure good teaching at the undergraduate level, on the degree to which administrators are involved in the insurance of good teaching performance, and on techniques used to improve the quality of teaching. Suggestions on how to pursue these issues further are given.

Guidance in Other Countries: Experimental Text for Comparative Studies. Victor J. Drapela et al. University of South Florida. Available from: Bookstore, University of South Florida, Tampa, FL 33620. 1977. 98 pp. $3.50 (includes postage and handling). This comparative guidance text includes history, values, and practices of guidance in Western Europe, the Soviet Bloc, Israel, Latin America, and the Far East. Narratives presented are supplemented with annotated lists of recommended readings and related resources.

Guide to Alcohol Programs for Youth. U.S. Department of Health, Education, and Welfare, National Clearinghouse for Alcohol Information, Box 2345, Rockville, MD 20852. 1977. 32 pp. Free (single copy). This pamphlet is designed to assist program planners in development of strategies to reduce alcohol abuse by youths. It describes trends in adolescent drinking behavior and target areas for alcohol abuse programs. Existing programs are examined and nontraditional alternatives are suggested.

Higher Education and Social Change: Promising Experiments in Developing Countries, Vol. 2, Case Studies. Kenneth W. Thompson, Barbara R. Fogel, and Helen E. Danner (Eds.). Praeger Publishers, 111 4th Ave., New York, NY 10003. 1977. 564 pp. $10.00. Educators in Africa, Asia, and Latin America have contributed information on institutions of higher learning in various countries. Higher education's response to problems of rural development, the university's role in health care delivery systems and manpower training, and the efforts of higher education to improve primary and secondary school learning are some of the areas examined.

Higher Education in the World Community. Stephen K. Bailey (Ed.). American Council on Education, 1 Dupont Cir., N.W., Washington, DC 20036. 1977. 219 pp. $15.00 (plus 50 cents postage and handling). This book addresses itself to common issues and dilemmas which confront educational institutions around the world. Topics discussed include: support for emerging universities, higher education and the food crisis, public and private international organizations and the international intellectual community, and academic exchanges and the changing employment market. Contributors include distinguished American and foreign educators.

If You Will Lift the Load. . .I Will Lift It Too: A Guide to the Creation of a Widowed to Widowed Service in Your Community. Phyllis R. Silverman with Alan L. Musicant and Stephen C. Richter. Jewish Funeral Directors of America, Inc. Available from: Gutterman-Musicant-Kreitzman, Inc., P.O. Box 648, Hackensack, NJ 07602. 1976. 125 pp. $8.95 (make checks payable to J.F.D.A., Inc.). The problems of the widowed, program possibilities for the widowed, and case examples of various widow-to-widow programs are examined. The funeral director's role in developing programs and suggestions to those interested in starting a program are included.

Intensive Education: The Impact of Time on Learning. Barbara Schieffelin Powell. Commission on Educational Issues, 55 Chapel St., Rm. 301, Newton, MA 02160. 1976. 48 pp. $2.50. Intensive education, an educational alternative in which students study one or two subjects throughout the day for a concentrated number of weeks, is examined. Historical background of this alternative, descriptions of specific programs, issues in intensive education, and problems in implementation are discussed.

Internationalize Your School: A Handbook. Richard P. Hall, et al. National Association of Independent Schools, 4 Liberty Sq., Boston, MA 02109. 1977. 35 pp. $2.00. The purpose of this handbook is to help schools meet the need for greater understanding among peoples of different backgrounds and nations. Included are model curricular materials for use in the classroom and a list of organizations that will be helpful resources to teachers as they organize courses. An annotated bibliography of study abroad programs is provided along with suggestions on how to choose the appropriate program.

Long-Range Planning: An Institution-Wide Approach to Increasing Academic Vitality. Satish B. Parekh. Change Magazine Press, NBW Tower, New Rochelle, NY 10801. 1977. 77 pp. $9.95. This book is intended to help bridge the gap between planning and implementation of programs at institutions of higher education. Planning is seen here as a comprehensive institutional responsibility to be shared as equally by the comptroller as by members of the faculty. The model presented here evolved out of the author's twenty years of experience with theory and practice of planning.

Mainstreaming: A Practical Guide. James L. Paul, Ann P. Turnbull, and William M. Cruickshank. Syracuse University Press, 1011 E. Water St., Syracuse, NY 13210. 1977. 147 pp. $9.95. This book is intended as a practical guide to those involved in mainstreaming students. The concepts of involvement and sharing of responsibility are stressed. A description is given of the roles to be played by principals, regular and special teachers, professional support personnel, parents, and school board members. Such topics as planning for mainstreaming, in-service teacher education, changing training procedures in schools of education, and implementation of mainstreaming are included.

Measuring Educational Progress: A Study of the National Assessment. William Greenbaum with Michael S. Garet and Ellen R. Solomon. McGraw-Hill Book Company, 1221 Ave. of the Americas, New York, NY 10020. 1977. 238 pp. $11.50. This study evaluates the National Assessment of Educational Progress (NAEP) in terms primarily of its design and expectations. Evidence is drawn from written records of discussions, correspondence, and transcripts. The authors find a discrepancy between the aim and the realistic possibilities of the plan. Part Two presents the response of the NAEP.

Myth of Measurability, The. Paul L. Houts (Ed.). Hart Publishing Company, Inc., 15 W. 4th St., New York, NY 10012. 1977. 400 pp. $5.95 (paper). In this book writers, researchers, and educators examine the controversy surrounding the use of standardized tests. Topics discussed include: social and political implications of intelligence tests, ambiguity of test items, hidden agenda of standardized tests, and how to avoid the dangers of testing. Alternative evaluation measures are presented.

Old Age, Handicapped and Vietnam-Era Antidiscrimination Legislation. James P. Northrup. *Labor Relations and Public Policy* series, No. 14. Order from: Industrial Research Unit, The Wharton School, University of Pennsylvania, Philadelphia, PA 19104. 1977. 234 pp. $8.50. This study is an analysis of the impact on employer policies of federal legislation barring discrimination against the aged and handicapped. The author criticizes enforcement, costs, trends initiated by the acts, their overlapping coverage, lack of clarity, and other aspects. Appendices

contain summaries of pertinent state laws, texts of federal acts and sections of acts under discussion, and checklist for compliance agency.

People at Work. Pehr G. Gyllenhammar. Addison-Wesley Publishing Company, Reading, MA 01867. 1977. 164 pp. $8.95. This book is designed to offer new concepts of work organization to those involved in business management and labor-management relations. It examines the attempt of Volvo, Sweden's largest industrial corporation, to reorganize production in order to create jobs that are more "human and meaningful." A description is given of how Volvo abolished the assembly line and made it possible for employees to work in small groups, rotate jobs, and participate in decision-making.

Performance-Based Staff Appraisal: Diagnosing and Responding to Precise Middle-Management Training Needs in State Education Agencies. Council of Chief State School Officers, 1201 16th St., N.W., Washington, DC 20036. 1977. 39 pp. Free. This pamphlet describes the appraisal system developed by the Council of Chief State School Officers Staff Development Project. This system is designed to assist state educational agencies in pinpointing training needs, in selecting training programs, in upgrading staff competencies, and in improving delivery of services. It consists of eight performance-based exercises geared to the role of middle manager in a state education agency.

Practice of Supervising, The: Making Experience Pay. Martin M. Broadwell. Addison-Wesley Publishing Company, Reading, MA 01867. 1977. 169 pp. $6.50. This book is designed to help supervisors operate more effectively. Emphasis is placed on the key role that experienced supervisors play in organizations. Topics discussed include: supervisors' relationship with management, maintaining a management style, methods of motivating, team building, constructive discipline, appraising performance and assessing potential in employees, and preparing for promotion.

Self-Evaluation Handbook for Hotline and Youth Crisis Centers. Michael Baizerman, James J. McDonough, and Mitchell Sherman. Center for Youth Development and Research, 48 McNeal Hall, University of Minnesota, St. Paul, MN 55108. 1976. 505 pp. Free (include 65 cents for postage). This handbook is designed to provide "self-evaluation" and management techniques for staff members at Hotline and youth crisis centers. Included is information about Hotlines and crisis center programs, examples from existing programs, suggestions on specific activities such as publicity, and a bibliography of relevant articles and books. Self-evaluation method is intended as an alternative to the "academic" and "scientific" approaches used by traditional social service agencies.

Sex Discrimination in the Selection of School District Administrators: What Can Be Done? Doris M. Timpano and Louis W. Knight. *NIE Papers in Education and Work*, No. 3. U.S. Department of Health, Education, and Welfare, National Institute of Education, Education and Work Group, Washington, DC 20208. 1976. 65 pp. Free (single copy). This report describes structure of a grass-roots organization, Career Women in Education (CWE), which has been effective in achieving equality in hiring women as elementary and secondary school supervisors. Appendices contain outlines for statewide and local plans of action, a list of practices which foster unequal hiring, a list of reports prepared by CWE, model letters and questionnaires, and a short bibliography.

Shorter Work Week, The: Real or Imaginary? Anthony V. Sinicropi. *Vital Issues*, Vol. XXVI, No. 7. Center for Information on Americea, Washington, CT 06793. 1977. 4 pp. 45 cents. The status of the four-day forty-hour work week, its pros and cons, and its prospects for the future are examined.

Statement on Metropolitan School Desegregation: A Report of the United States Commission on Civil Rights. U.S. Commission on Civil Rights, 1121 Vermont Ave.. N.W., Washington, DC 20425. 1977. 119 pp. Free (single copy). This report reviews the situation of minority children in the public schools of large American cities. Causes of public school segregation are examined. The feasibility and legal aspects of metropolitan desegregation programs are discussed. Recommendations are made concerning equal educational opportunity.

Training the Community Educator: A Case-Study Approach. Robert I. Berridge, Philip T. West, and Stephen L. Stark. Pendell Publishing Company, P.O. Box 1666, 1700 James Savage Rd., Midland MI

48640. 1977. 150 pp. $8.50. This textbook, for use in training community education personnel, is composed primarily of twenty-four cases drawn from the field experiences of the authors. Explanatory material, questions, and suggested activities for the student are provided. A list of annotated readings follows each chapter.

Women and Management: An Expanding Role. Donald O. Jewell (Ed.). Publishing Services Division, School of Business Administration, Georgia State University, University Plaza, Atlanta, GA 30303. 1977. 413 pp. $11.95 (U.S. and Canada); $14.35 (elsewhere). This book explores problems and potentials facing women in management today. It consists of articles drawn from research and practical experience. Topics discussed include: the expanding role of women in management, why men fear women in business, female executives and their motives, recruiting women for management, and how to foster equal treatment for both male and female employees.

STUDENT AIDS

Announcement: AICPA Scholarships for Minority Undergraduate Accounting Students. American Institute of Certified Public Accountants, 1211 Ave. of the Americas, New York, NY 10036. 1977. 2 pp. Free. Announcement gives details on scholarships awarded twice a year to minority undergraduate accounting students by the American Institute of Certified Public Accountants.

Announcement: CMAA Scholarship Program. Club Managers Association of America, 7615 Winterberry Pl., Washington, DC 20034. 1977. 2 pp. Free. Announcement gives details on the Club Managers Association of America Scholarship Program. Information is given on qualifications, amount of scholarships, and how to file an application.

Educational Financial Aids: A Guide to Selected Fellowships, Scholarships and Internships in Higher Education. American Association of University Women, AAUW Sales Office, 2401 Virginia Ave., N.W., Washington, DC 20037. 1976. 33 pp. $1.00. This guide to financial aid opportunities in higher education has been compiled as an information resource primarily for women. Programs have been divided into undergraduate, graduate, and post-doctoral levels, with internships listed separately. Each entry includes information on purpose of scholarship program, requirements for selection, and application procedure.

Fellowship and Guest Scholar Programs. Woodrow Wilson International Center for Scholars, Smithsonian Institution Bldg., Washington, DC 20560. 1977. 12 pp. Free. This pamphlet describes the Woodrow Wilson International Center for Scholars. Origins and purpose of the Center are discussed and details on the fellowship program are given. Information is provided on qualifications, duration of fellowships, selection process, facilities, stipend and travel policy, and division of study.

Educational Scholarship Guide for Vietnam POW/MIA/KIA Dependents. Evelyn Grubb. Department of the Army. Available from: HQDA (DAAG-EDD), Washington, DC 20314. 1977. 62 pp. Free (single copy). Booklet provides information for dependents of persons killed, disabled, prisoners of war or missing in action while in military service during the Vietnam War who are interested in financial assistance while pursuing post-secondary education. State law provisions, V.A. educational benefits, private scholarships and grants, facts and forms of assistance in applying for financial aid, and a listing of further resources on financial assistance are included.

Guide to NIH Programs and Awards. U.S. Department of Health, Education, and Welfare, Public Health Service, National Institutes of Health, Office of Extramural Research and Training, Office of Collaborative Research. Available from: Division of Research Grants, Westwood Bldg., 5333 Westbard Ave., Bethesda, MD 20016. 1976. 60 pp. Free. This publication describes current research being conducted at the National Institutes of Health. It identifies special interests of each research Institute and Division at the NIH and the National Library of Medicine. It serves as a guide to potential applicants in locating congruent areas of interest and the appropriate NIH offices to contact for information about application, review, and award processes.

Grants for Research on Organizational Processes in Education. U.S. Department of Health, Education, and Welfare, National Institute of Education. Available from: Research Staff, Group on School Capacity

for Problem Solving, National Institute of Education, 1200 19th St., N.W., Washington, DC 20208. 1977. 23 pp. Free. This pamphlet describes a program of support for research on organizational processes in education. The program will support studies of how school districts carry out essential tasks of their organizations, such as setting goals, finding resources, assigning work, monitoring performance, identifying and solving problems, and adapting to changing times. Information is provided on types of awards, application procedures, evaluation criteria, and administration of awards.

Musical Prize Contest "Queen Marie-José," 1978. Secretariat of the Musical Prize Contest "Queen Marie-José," Merlinge, 1249 Gy/Geneva, Switzerland. 1977. Un-numbered. Free. This pamphlet covers rules, regulations, deadlines, application procedures, judging procedures, and prize awarded for this musical composition contest which is open to composers of all nationalities.

National Foundation for Jewish Culture Doctoral Dissertation Fellowship and Summer Stipend. National Foundation for Jewish Culture, 122 E. 42nd St., New York, NY 10017. 1976. Un-numbered. Free. Information on these two monetary awards is presented. Fellowships are available to students working on their doctoral dissertations in Jewish Studies or a field closely related to Jewish community life or institutions. Summer stipends are available to doctoral students in Jewish Studies who are preparing for comprehensive exams prior to undertaking dissertation research. Eligibility for both awards is limited to U.S. citizens.

NIFI–Heinz Scholarship Program. National Institute of Foodservice Industry, 120 S. Riverside Plaza, Chicago, IL 60606. 1977. Un-numbered. Free. This announcement describes the NIFI–Heinz Scholarship Program which is designed to assist students in securing a senior or junior/community college education in the field of foodservice. Information is given on types of scholarships available, qualifications, application procedure, and maintenance of awards.

Nurses' Educational Funds. Nurses' Educational Funds, Inc., 10 Columbus Cir., New York, NY 10019. 1977. Free. This announcement describes the Nurses' Educational Fund which is designed to grant scholarships to registered nurses for advanced study in nursing. Information is given on source of funds, qualifications, and administration of the grant.

Scholarships, Fellowships and Loans: Volume VI. S. Norman Feingold and Marie Feingold. Bellman Publishing Company, P.O. Box 164, Arlington, MA 02174. 1977. 514 pp. $45.00. This volume provides information about one billion dollars awarded annually in scholarships, loans, fellowships, grants, and awards that are not controlled by individual colleges or universities. Over 850 fund descriptions are categorized into more than 200 different vocational goals. Each entry offers information on qualifications, funds available, purpose of award, method of applying, and background that individualizes specific awards. Vocational Goals Index is included to provide, at a glance, specific qualifications and limitations of awards.

Some Questions About MALDEF's Educational Programs. Mexican American Legal Defense and Educational Fund, Inc., 145 9th St., San Francisco, CA 94103. 1977. Un-numbered. Free. An explanation is provided of programs designed to offer financial assistance to Mexican American college students planning to attend law school. Eligibility, application procedures, and details on the Loan Forgiveness Program and the MALDEF National Legal Essay Contest are given.

Visual Arts Program: Application Guidelines. National Endowment for the Arts, Visual Arts Program/MS 501, Washington, DC 20506. 1976. 47 pp. Free. This booklet is designed to help individuals or organizations applying to the Visual Arts Program. Information is provided on fellowships and other awards which are given annually to painters, sculptors, photographers, craftsmen, video artists, printmakers, and critics. Eligibility, grant amounts, and application procedures are discussed.

Women and Fellowships: 1976. WEAL Educational and Legal Defense Fund, 733 15th St., N.W., Suite 200, Washington, DC 20005. 1976. 35 pp. $3.50. This report is designed to help women get inside the fellowship network. General information on fellowships is provided. Five case studies are presented to demonstrate the opening up of fellowship programs to women. Sources on specific fellowships are listed.

AIDS FOR THE TEACHER

Developing Human Potential, Vol. II: More Activities for Personal and Social Growth. Robert C. Hawley and Isabel L. Hawley. ERA Press, Box 767-R, Amherst, MA 01022. 1977. 90 pp. $4.95 (paper). This handbook for teachers offers activities devised to involve students as active participants in the classroom. Chapter titles are: "Communication," "Achievement Motivation: Commitment to Learning," "Teaching Academic Content," "Community Building," "Creativity," "Evaluation," "Self and Social Awareness and Interpersonal Relationships," "Basic Themes for Developing Human Potential," "Energy," and "Notes."

The Intentional Teacher: Controller, Manager, Helper. Robert J. Menges. Brooks/Cole Publishing Company, Monterey, CA 93940. 1977. 125 pp. $3.95. This book examines roles teachers may assume in their relationship to students. The work of a teacher is conceptualized in terms of the roles of controller, manager, and helper. Emphasis is placed on the personal qualities of the teacher.

1977 Educators Guide to Free Films. (Thirty-seventh Edition). Mary Foley Horkheimer and John C. Diffor (Eds.). Educators Progress Service, Inc., 214 Center St., Randolph, WI 53956. 1977. 731 pp. $12.75. This volume is a guide to educational films available free of cost throughout the United States and Canada. Each entry gives title, description of contents, date of release, size, indication as to whether film is silent or sound, running time, names and addresses of distributors, and limitations on distribution. Instructions and a sample letter for booking films are included.

1977-78 Audio-Visual Equipment Directory, The. (Twenty-third Edition). Sally Herickes (Ed.). National Audio-Visual Association, Inc., 3150 Spring St., Fairfax, VA 22030. 1977. 505 pp. $17.00 (prepaid, individuals and organizations not in audio-visual industry); $27.00 (non-member audio-visual firms). This annual guide provides information on all categories of equipment. Specifications on price, model, weight, capacity, accessories, and technical details are given. The 1977-78 version includes a new section on headsets.

Prescriptive Teaching: Theory Into Practice. Norma Banas and I. H. Wills. Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1977. 270 pp. $16.50. This text is intended to provide insight into the development of skills needed for successful learning experiences in the academic setting. It is structured in a step-by-step developmental manner and stresses the technique of helping students learn by bypassing their weaknesses and working through their strengths. Theory, methods, and materials are provided and illustrated in the areas of visual, visual/motor, auditory, language function, perception, and memory as they relate to learning.

Sexism and Language. Alleen Pace Nilsen, Haig Bosmajian, H. Lee Gershuny, and Julia P. Stanley. National Council of Teachers of English, 1111 Kenyon Rd., Urbana, IL 61801. 1977. 203 pp. $5.50 (members); $5.95 (non-members). Designed primarily for English teachers but also for others, this book deals with linguistic sexism. Topics include gender-marking; sexism in languages of literature, the law, marriage; and sexism in children's classroom materials. NCTE Guidelines for Non-sexist Language are appended.

Teaching Creative Thinking and Problem Solving. John F. Feldhusen and Donald J. Treffinger. Kendall/Hunt Publishing Company, 2460 Kerper Blvd., Dubuque, IA 52001. 1977. 160 pp. $4.95. The authors combine creativity and problem solving into a single concept. They provide teaching methods and techniques which can be adapted by teachers to fit any grade level and subject area. The special problems of teaching creative thinking and problem solving to children from economically disadvantaged families and minority homes are considered. The book concludes with a listing and description of published teaching material for specific grade levels and subject areas.

Technical Communication. David E. Fear. Scott, Foresman and Company, 1900 E. Lake Ave., Glenview, IL 60025. 1977. 436 pp. $6.95. This text is intended to help students master skills of effective communication and to apply these skills to writing and speaking tasks they will encounter in technical careers. It can be used by instructors who stress rhetorical strategies, as well as those who emphasize practical writing situations. Worksheets are provided to help students practice the type of communication being considered.

Togetherness is Love: A Manual of Creative Teaching Ideas. Esther Lee Millett. Exposition Press, Inc., 900 S. Oyster Bay Rd., Hicksville, NY 11801. 1977. 110 pp. $5.50. This is a guidebook of methods and materials designed to help the elementary school teacher create a classroom atmosphere of mutual trust and respect. The author presents a formula for dealing with the total child in which intellectual, physical, social, psychological, and emotional needs are considered. Included are ideas for group and individual lesson plans, classroom decorations, and educational games.

Troubled Teachers. Esther P. Rothman. David McKay Company, Inc., 750 3rd Ave., New York, NY 10017. 1977. 268 pp. $10.00. This book presents factors which prevent good teacher-student relationships. Topics scrutinized include teachers' agression, system of teacher education, and misdirected unionism. The final chapter sets forth the author's concept of the educational experience.

Violence in Schools: Perspectives, Programs, and Positions. James M. McPartland and Edward L. McDill (Eds.). Lexington Books, D.C. Heath and Company, 125 Spring St., Lexington, MA 02116. 1977. 185 pp. $15.00. This book is composed of material provided by participants in a 1975 national conference on school violence. Contributors include Marvin E. Wolfgang, James Q. Wilson, and Robert A. Dentler. The sections consider research on school crime, programs successful in dealing with the problem, and positions of educational and Federal agencies.

GUIDANCE MATERIAL—FREE OR INEXPENSIVE

Behavioral Approaches to the Treatment of Hypertension: A Bibliography. David R. Ragland. U.S. Department of Health, Education, and Welfare, National Heart, Lung, and Blood Institute, National High Blood Pressure Education Program, Office of Prevention, Education and Control. Available from: National High Blood Pressure Education Program, High Blood Pressure Information Center, 120/80 National Institutes of Health, Bethesda, MD 20014. 1977. 56 pp. Free (single copy). This bibliography is a comprehensive guide to written material on behavioral treatment of hypertension. Resources on biofeedback, relaxation, psychotherapy, environmental modification, placebo, sleep, exercise, acupuncture, and etiologic mechanisms are listed. Included is an appendix of foreign language items.

Consumer Information: A Catalog of Selected Federal Publications of Consumer Interest. General Services Administration, Consumer Information Center. Available from: Consumer Information Center, Pueblo, CO 81009. 1977. 14 pp. Free. This quarterly is a catalog listing more than 200 selected Federal consumer publications. Publications are available on such topics as child care, health, food and nutrition, housing, automobiles, gardening, money management, employment and education, recreation, and retirement.

Counseling Resources: 1978. American Personnel and Guidance Association, 1607 New Hampshire Ave., N.W., Washington, DC 20009. 1977. 23 pp. Free. This annotated bibliography lists over 100 books and 100 films useful for counselors and members of the helping professions. Entries are separated into categories and order forms are included.

Drinking on the Job: The $15-Billion Hangover. Jules Saltman. Public Affairs Committee, Inc., 381 Park Ave. S., New York, NY 10016. 1977. 28 pp. 50 cents. This pamphlet describes scope of the problem, outlines programs for helping alcoholics, and discusses roles of industry, unions, and government. Forms of treatment that have met with success are outlined. The unique contribution that can be made by workplace programs is discussed.

Focus 3: Early Education. Educational Testing Service. Available from: Focus, T107, Educational Testing Service, Princeton, NJ 08540. 1977. 20 pp. Free. This booklet describes increasing emphasis placed on the early years of childhood. It covers the growth of early childhood education since World War II. The educational problems associated with this growth and some possible solutions are discussed.

Grants Competitions and RFPs: Planned NIE Activities During Fiscal Year 1977. U.S. Department of Health, Education, and Welfare, National Institute of Education, Office of Government and Public Affairs, Washington, DC 20208. 1977. 14 pp. Free. This booklet is designed to help individuals and organizations determine if the type of education research

project they are planning may be eligible for financial assistance from the National Institute of Education. It also outlines the Institute's general plans for funding new activities throughout the current fiscal year. Information on how to obtain assistance is provided.

1977-78 Catalog of Publications. B'nai B'rith Career and Counseling Services. Address on masthead. 1977. 6 pp. Free. This catalog lists current BBCCS publications in guidance, career planning, and occupational information. Aids for counselors and parents, information relating to the handicapped and to rehabilitation counseling, and educational directories and research are included. Special Occupational Brief Kit is featured.

Productivity and Job Security: Retraining to Adapt to Technological Change. National Center for Productivity and Quality of Working Life, 2000 M St., N.W., Washington, DC 20036. 1977. 110 pp. Free. This report presents five case studies of worker retraining programs in order to determine usefulness of retraining in protecting the job security of workers affected by technological change. Four of the case studies deal with privately sponsored retraining and the fifth describes retraining in local government. General issues discussed include the desirability of informing workers in advance of technological change and advantages and disadvantages of different kinds of training.

Projections of Teacher Supply and Demand to 1980-81. U.S. Department of Health, Education, and Welfare, Office of Education. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. 1977. 13 pp. Free. This publication deals with the problem of oversupply of elementary and secondary teachers caused by the decline in the number of school-age youth. It projects the supply and demand of teachers through 1980-81 under alternative sets of assumptions–high, intermediate, and low rates of teacher turnover. The projection model used is described and results and conclusions are discussed.

Trends in Metropolitan America. Advisory Commission on Intergovernmental Relations, 726 Jackson Pl., N.W., Washington, DC 20575. 1977. 79 pp. Free. This publication discusses changes in population, wealth, jobs, trade, and tax burdens which are occurring in metropolitan regions of the country. Focus is on central cities and suburbs in the eighty-five largest metropolitan statistical areas. The pamphlet warns of the decline of the cities which are losing population, failing to annex territory, and suffering the pressure of per capita non-school taxes. The report expands on these trends and provides figures for the central city and suburban areas involved in the study.

Unlocking the Second Gate: The Role of Financial Assistance in Reducing Recidivism Among Ex-Prisoners. U.S. Department of Labor, Employment and Training Administration, 601 D St., N.W., Washington, DC 20210. 1977. 71 pp. Free. This report describes a research project concerning the impact of financial aid and job placement on the postrelease experience of 432 ex-prison inmates in Baltimore, Md. between 1971 and 1974. Results of the Baltimore experience are reviewed in detail. An assessment is made of the influence exerted by financial aid on criminal recidivism, social relations, purchasing patterns, and other aspects of the participants' postrelease behavior.

Women and Minorities in Science and Engineering. National Science Foundation, 1800 G St., N.W., Washington, DC 20550. 1977. 24 pp. Free (single copy). This report examines the problem of underutilization of women and minorities as human resources in science and engineering. It provides data on the population of the science and engineering labor force, on salaries, on qualifications of women and minorities, and on trends since 1968. Future opportunities in these fields are discussed.

Women and Work. Patricia Cayo Sexton. U.S. Department of Labor, Employment and Training Administration, 601 D St., N.W., Washington, DC 20210. 1977. 71 pp. Free (single copy). This monograph reviews what has been learned about women and work from research and development projects sponsored by the Employment and Training Administration of the U.S. Department of Labor. Topics discussed include: the male-female earnings gap, experience of women in the labor market, employment problems of women, and attempts made to upgrade the labor market status of women. Directions which future policy on women may follow are explored.

ADULT EDUCATION AND THE AGING

Better Homes for the Old. Barbara Bolling Manard, Ralph E. Waehle, and James M. Heilman. D.C. Heath and Company, 125 Spring St., Lexington, MA 02173. 1977. 152 pp. $15.00. This study, sponsored by the Administration on Aging, describes problems arising from recent improvements in our national old-age policy. In a survey and interviews the authors investigate quality of institutions, placing of residents, personnel, problems of staff, and satisfaction of institutionalized elderly. Changing the public policy goal from medical care to improvement of life quality is recommended.

Future of Social Security, The. Alicia H. Munnell. The Brookings Institution, 1775 Massachusetts Ave., N.W., Washington, DC 20036. 1977. 185 pp. $9.95 (cloth); $3.95 (paper). This volume discusses social security in relation to other sources of retirement income and clarifies its financing problem, benefit structure, and goals. The author explores various options for reform intended to insure that social security will remain financially stable. Emphasis is placed on integrating the social security system with other retirement income programs.

Growth Counseling for Mid-Years Couples. Howard J. Clinebell, Jr. Fortress Press, 2900 Queen Lane, Philadelphia, PA 19129. 1976. 86 pp. $2.95. This book is designed as a resource for professionals involved in mid-growth counseling and as a do-it-yourself handbook for mid-year couples wishing to enrich their marriage. Emphasis is placed on enhancing marriage after children have grown and left the home. Practical tools and exercises are provided.

In the Fullness of Time: The Pleasures and Inconveniences of Growing Old. Avis D. Carlson. Henry Regnery Company, 180 N. Michigan Ave., Chicago, IL 60601. 1977. 195 pp. $7.95. The author offers practical advice on how to cope with problems of aging. Emphasis is placed on becoming "the best possible old person" rather than on "staying young." Topics discussed include: finding new interests, coping with aloneness, countering the time speed-up, handling spiritual growth, sex and love, and enjoying new freedoms—from competition, from pressures to conform, and from youthful illusion.

New Paths to Learning: College Education for Adults. Ronald Gross. Public Affairs Pamphlet No. 546. Public Affairs Committee, 381 Park Ave. S., New York, NY 10016. 1977. 28 pp. 50 cents (1 to 3 copies). This pamphlet outlines available educational choices such as credit for life experience, learning via TV, degree by examination, and others. A list for further reading and discussion of support services is also provided.

Retirement Planning: A B'nai B'rith Program. B'nai B'rith Program Department, 1640 Rhode Island Ave., N.W., Washington, DC 20036. 1976. Un-numbered. Free. Kit contains six programs designed to stimulate group discussions leading to action projects related to planning for retirement. Program topics are: consciousness-raising, physical fitness and health maintenance, psychological adjustment, income planning, second careers, and citizen action and legislation. Checklists, questionnaires, and steps to follow in leading discussions are included. Kit is intended for use in both Jewish and non-Jewish discussion groups.

"What Do You Want To Be When You Grow Old?" Roerig, Pfizer Pharmaceuticals, 235 E. 42nd St., New York, NY 10017. 1976. Un-numbered. Free. This pamphlet emphasizes positive aspects of aging and presents workable solutions for problems of the elderly. Needs of the elderly in the areas of health care, nursing homes, transportation, nutrition, employment, adult education, and housing are discussed. A listing by state and region of agencies which offer services is provided.

HANDICAPPED AND REHABILITATION COUNSELING

Administrator's Handbook of Special Education, An: A Guide to Better Education for the Handicapped. Marvin A. Wirtz. Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1977. 177 pp. $14.75. This guide for school superintendents and others involved in setting policy considers legislation, financing, initiating a program, special needs of each category of the handicapped, and public information. There is an annotated bibliography and appendix listing each state's statutory responsibilities for educating handicapped children.

Blind Child in the Regular Kindergarten, The. Josephine Stratton. Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1977. 88 pp. $6.95. This book is a guide for the kindergarten teacher. The development and evaluation of the blind child are discussed. Activities, helpful materials and equipment, sources of help, and suggested readings are provided.

Group Counseling and Group Psychotherapy of Rehabilitation Clients. Milton Seligman (Ed.). Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1977. 335 pp. $16.50 (cloth); $12.75 (paper). This volume is designed for students and practicing clinicians involved in group work with special populations. Contributors discuss many aspects of group intervention as they relate to the following populations: drug and alcohol abusers, the disadvantaged, public offenders in the community and in prison, stroke patients, the physically disabled, the aged, the hearing impaired and the visually impaired, the mentally retarded, and the terminally ill. Emphasis is placed on the idiosyncratic characteristics and needs of persons with special conditions. The group strategies which are most productive with each specific population and the leadership skills necessary are discussed.

Handbook of Medical, Educational, and Psychological Information for Teachers of Physically Handicapped Children, A. Harold D. Love and Joe E. Walthall. Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1977. 219 pp. $11.75. This handbook provides teachers with information on diagnosis, treatment, and prognosis of major physically handicapping conditions. The authors review specific problems of the physically handicapped child and his teacher which affect learning, behavior, and vocational adjustment. Emphasis is placed on job placement as an essential goal of the educational process for the handicapped.

Hearing Loss in Children: A Comprehensive Text. Burton F. Jaffe (Ed.). University Park Press, Chamber of Commerce Bldg., Baltimore, MD 21202. 1977. 784 pp. $29.50. This book is designed to provide information about the medical, audiologic, and habilitative aspects of hearing impaired children. Topics discussed include: anatomy and physiology of hearing, evaluation for hearing loss, types of hearing loss, medical and surgical therapy, and the effects of hearing loss on the development of children. Emphasis is placed on an integrated approach in dealing with deafness in children.

Jobs for the Disabled. Sar A. Levitan and Robert Taggart. The Johns Hopkins University Press, Baltimore, MD 21218. 1977. 129 pp. $9.00 (cloth); $3.50 (paper). This study, part of a federally-funded review of vocational rehabilitation, presents the situation of the disabled in the declining labor market. Lack of coordination of the system, issues underlying cost estimates, and suggestions for improvement are discussed.

Organization and Management of the Resource Room, The: A Cookbook Approach. Howard Drucker. Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1976. 168 pp. $13.50. This book is written for the teacher of children with learning problems. It deals with practical aspects of organizing, managing, and operating the resource room program. Topics discussed include: teacher-staff-administration relationships, legal aspects, behavior management, curriculum, scheduling, and evaluation. Included are examples of forms, skill sequence ladders, and flow charts.

Person with Epilepsy, The: Lifestyle, Needs, Expectations. Leonard G. Pearlman. National Epilepsy League, 6 N. Michigan Ave., Chicago, IL 60602. 1977. 55 pp. $2.50. This survey is designed to define the needs of epileptics and their families and to determine how public and private agencies can more effectively meet these needs. It is based on questionnaires answered by 363 clients from the National Epilepsy League. Epileptics are described in terms of financial status, family history, quality of medical care, employment status, and degree of satisfaction in dealing with social institutions. Results of the survey are discussed.

Special Education and the Classroom Teacher: Concepts, Perspectives, and Strategies. Beverly Liebherr Dexter. Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1977. 256 pp. $12.75. This book, written to orient the teacher to the mildly disabled child, presents historical background, current public policies and attitudes, and

trends. Specific sections on auditory perceptual, visual perceptual, visual perceptual motor, and speech and language problems are included.

Special People: A Brighter Future for Everyone with Physical, Mental, and Emotional Disabilities. Shirley Cohen. Prentice-Hall, Inc., Englewood Cliffs, NJ 07632. 1977. 177 pp. $3.95. The author examines why society treats people with disabilities as "non-citizens" and segregates them into institutions and special schools. Topics discussed include: being a parent of a disabled child, growing up disabled, being a disabled adult, and the media's treatment of the disabled. Technological advances which will allow the disabled to lead independent lives are considered.

Travel Instruction for the Handicapped. Michael D. Laus. Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1977. 147 pp. $10.75 This book, directed toward people concerned with the mentally retarded, describes the author's travel instruction program in the Pittsburgh Public Schools. Identifying candidates, getting parental approval, the training process, results, and parental feedback are delineated. Emphasis is placed on increasing independence and confidence.

Vocational and Educational Opportunities for the Disabled. Anita Tritell. Insurance Company of North America and Human Resources Center. Available from: INA MEND Institute, Human Resources Center, Dept. 33, I.U. Willets Rd., Albertson, Long Island, NY 11507. 1977. 36 pp. $1.25. This booklet is intended to provide educational and vocational guidance to the disabled person whose basic medical rehabilitation has been completed. Information is provided on employment of the disabled by both the Federal government and private industry, self-employment opportunities for the disabled, state employment services, manpower programs, and college opportunities for the disabled. Included are listings of agencies which will supply additional information.

THE COUNSELOR'S BOOKSHELF

Adult Assessment: A Source Book of Tests and Measures of Human Behavior. Richard S. Andrulis. Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1977. 325 pp. $12.50. This source book of adult assessment describes and evaluates a wide range of instruments for measuring adult behavior. It focuses on important issues in psychological testing and provides a guideline for identifying and selecting the instrument most useful for a given purpose. Included is a listing of organizations engaged in test research and publication.

Behavior Modification Principles: An Introduction and Training Manual. Jerome S. Stumphauzer. Behaviordelia, Inc., P.O. Box 1044, Kalamazoo, MI 49005. 1977. 176 pp. $5.95. Twenty-one principles of behavioral treatment are presented in this programmed manual. This introduction to behavior therapy is intended for students, teachers, counselors, or trainers.

Behavioral Consultation. John R. Bergan. Charles E. Merrill Publishing Company, 1300 Alum Creek Dr., Columbus, OH 43216. 1977. 369 pp. $13.95. This book is intended to serve as a skill-development resource for professionals involved in consultation services. It is behavioral in its orientation and presents a problem-solving model designed to make principles derived from behavioral research useful in the field. Through application of this model consultants are able to assist consultees in defining problems, in applying psychological principles to the development of plans to solve problems, in implementing these plans, and in evaluating goal achievement and plan effectiveness.

Broken Heart, The: The Medical Consequences of Loneliness. James J. Lynch. Basic Books, Inc., Publishers, 10 E. 53rd St., New York, NY 10022. 1977. 271 pp. $10.95. This book discusses the theme that there is a biological basis for the need to form loving human relationships. The author shows that the incidence of premature death from heart disease is significantly higher among those who lack human companionship. Drawing on his experience in coronary care and shock trauma units, he demonstrates that even the most simple forms of human contact can have dramatic effects on the body, especially the heart.

Challenge of Daycare, The. Sally Provence, Audrey Naylor, and June Patterson. Yale University Press, 302 Temple St., New Haven, CT 06511. 1977. 301 pp. $15.00. Problems involved in organizing and running competent daycare centers are presented

through an analysis of Children's House, an inner-city daycare center set up by the Yale Child Study Center. Selection and organization of an effective staff, use of consultants, and problems of administration are considered.

Community Counseling: A Human Services Approach. Judith A. Lewis and Michael D. Lewis. John Wiley and Sons, Inc., 605 3rd Ave., New York, NY 10016. 1977. 382 pp. $12.50. Current and future trends in the human services field are examined with special reference given to the concept of community counseling. A definition of community counseling and ways in which community counseling can be most effectively implemented are presented.

Counseling on Family Planning and Human Sexuality. Barbara R. Bradshaw, Walter McIlhaney Wolfe, Jr., Theresa J. Wood, and Lucy Stansbury Tyler. Family Service Association of America, 44 E. 23rd St., New York, NY 10010. 1977. 216 pp. $7.95 (paper). This book is designed to provide helping professionals with the understanding and objectivity necessary to counsel effectively in the area of human sexuality. The six sections of the book include: Social Perspectives, Human Sexuality, The Social Worker's Role, Adult Counseling, Adolescent Counseling, and Contraceptive Technology. Drawings augment the text, illustrating contraceptive devices, male and female anatomy, and fertilization process, and how sterilization is accomplished.

Crisis Intervention: A Social Interaction Approach. Gary A. Crow, Association Press, 291 Broadway, New York, NY 10007. 1977. 170 pp. $11.95. This book describes process, circumstances, and limitations of crisis intervention. Author shows how counselors can utilize skills they already possess in dealing with crisis situations. Emphasis is placed on communication in which the message underlying what the client says is clarified and responded to.

Exploring Contemporary Male/Female Roles: A Facilitator's Guide. Clarke G. Carney and Sarah Lynne McMahon (Eds.). University Associates, Inc., 7596 Eads Ave., La Jolla, CA 92037. 1977. 279 pp. $10.00. This collection of readings and activities is intended as a resource for professionals working with those who may wish to clarify their sex-role identities and/or who are struggling with other people's sex-role expectations. It consists of 24 structured experiences. They are designed to develop an awareness of the processes which affect sex-role socialization and of the feelings, attitudes, and behaviors that result from this socialization. Alternative methods of dealing with sex roles are explored.

Help for Your Grief. Arthur Freese. Schocken Books, 200 Madison Ave., New York, NY 10016. 1977. 207 pp. $9.95. This book offers guidelines, advice, and information to help the mourner experience grief as a healthy reaction. The stages of grief, healing processes, differences between normal and pathological grief, and suggestions for helping the bereaved are among topics discussed. A bibliography is included.

Human Services Today. Karin Eriksen. Reston Publishing Company. Available from: Prentice-Hall, Inc., Englewood Cliffs, NJ 07632. 1977. 198 pp. $9.95. History and current status of the human services is examined. The author takes a critical look at human services, pointing out shortcomings and suggesting how the services provided could become more responsive to human needs.

Job and Career Trends in the Late '70's. Earl T. Klein. Counselor's Information Service, Special Supplement 3, Vol. 32, No. 3. B'nai B'rith Career and Counseling Services. Address on masthead. 1977. 4 pp. $1.00. This article outlines and explains recent changes in the labor force. Occupational trends are presented. The importance of the vocational counselor in interpreting and easing adjustment to these changes is emphasized.

New Meanings of Death. Herman Feifel (Ed.). McGraw-Hill Book Company, 1221 Ave. of the Americas, New York, NY 10020. 1977. 367 pp. $7.95. This collection of nineteen essays concerns areas of dying, death, and bereavement and how they affect daily life. Contributors are professionals in the fields of medicine, psychology, anthropology, nursing, social work, education, funeral directing, and the law. Death and dying are discussed in relation to developmental orientations, clinical management, survivors, and responses to death.

1977 Annual Handbook for Group Facilitators, The. John E. Jones and J. William Pfeiffer (Eds.). University Associates, Inc., 7596 Eads Ave., La Jolla, CA 92037. 1977. 289 pp. $12.00. This handbook is a collection of training materials for use in teaching,

training, personal growth, organization development, and community work. Material is divided into five categories: Structured Experiences, Instrumentation, Lecturettes, Theory and Practice, and Resources. Items have been designed to fulfill the facilitator's need for handout materials.

Phenomenology and Treatment of Depression. William E. Fann, Ismet Karacan, Alex D. Pokorny, and Robert L. Williams. Spectrum Publications, Inc., 175-20 Wexford Terrace, Jamaica, NY 11432. 1977. 350 pp. $20.00. This volume is concerned with etiology, diagnosis, and treatment of clinical depression. Biological and psychodynamic theories which reflect recent research and clinical experience are presented. Various approaches to the treatment of depression, including novel hospital techniques, crisis intervention, and outpatient care, are discussed.

Power of the Positive Woman, The. Phyllis Schlafly. Arlington House, Publishers, 165 Huguenot St., New Rochelle, NY 10801. 1977. 255 pp. $8.95. This book examines and rejects radical objectives of the women's liberation movement. The author describes the Positive Woman who achieves a sound perspective on life and then fixes her own personal priorities. The Equal Rights Amendment is described as being potentially dangerous for women.

Psychiatric Drugs for the Non-Medical Mental Health Worker. William Goldsmith. Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1977. 173 pp. $11.50. This book is designed for non-medical mental health personnel who work with patients receiving psychiatric medication. The basics of drug usage, administration, metabolism, mechanisms of action, and possible side-effects are covered in detail. It enables the mental health worker to provide the physician with feedback on how medications are affecting the patient.

Psychiatric Slavery: When Confinement and Coercion Masquerade as Cure. Thomas Szasz. The Free Press, Macmillan Publishing Company, Inc., 866 3rd Ave., New York, NY 10022. 1977. 159 pp. $8.95. The author uses the Kenneth Donaldson case to illustrate his thesis that involuntary mental hospitalization is based on society's view of the mentally ill and is an infringement on the individual's rights.

Psychotherapy for Women: Treatment Toward Equality. Edna I. Rawlings and Dianne K. Carter (Eds.). Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1977. 477 pp. $17.50. This book is written for practicing psychotherapists and counselors. It is designed to help close the gap between treatment women are asking for and what is currently available. It examines the ways in which sexism influences theories and practices of psychotherapists. Concepts and procedures which have been found to be effective in helping women are presented. Topics discussed include feminist and nonsexists therapy, assertion training, career counseling, psychotherapy for lesbians, and feminism as therapy and as a challenge to professional psychotherapy.

Rape Intervention Resource Manual. Patrick Mills (Ed.). Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1977. 287 pp. $14.75. This manual, a compilation of information from fifty-four rape crisis centers, is written to help community workers in establishing and maintaining effective crisis intervention centers. Assessing the need for a center, selecting and training staff, and dealing with legalities involved in operating a center are discussed. Viable alternatives to a rape crisis center are presented.

Wife Beating: The Silent Crisis. Roger Langley and Richard C. Levy. E. P. Dutton, 201 Park Ave. S., New York, NY 10003. 1977. 242 pp. $9.95. The authors use research studies, interviews, and case histories to portray the widespread yet little-discussed social problem of spouse abuse. They have found that spouse abuse is present in at least one third of all American marriages. It cuts across economic, social, geographical, age, and racial barriers. Suggestions for remedying this situation are provided.

You Can Fight For Your Life: Emotional Factors in the Causation of Cancer. Lawrence LeShan. M. Evans and Company, Inc. Distributed by: J. B. Lippincott Company, E. Washington Sq., Philadelphia, PA 19105. 1977. 192 pp. $7.95. The author contends that a person's mind and emotions may be primary factors in the body's receptivity to cancer. Through case studies and research findings, he demonstrates that the presence of cancer is usually an indication of something else wrong in the life of the patient. By tackling the patient's emotional problems, he or she may come to lead a more fulfilling life than ever before.

PERIODICALS IN GUIDANCE AND RELATED FIELDS (Continuation of listing from last issue)

Brookings Bulletin, The. The Bookings Institution, 1775 Massachusetts Ave., N.W., Washington, DC. 20036. 4 issues. Free.

Career Expressions. Indiana Department of Public Instruction, Careers Resource Project, 3501 1st Ave., Evansville, IN 47710. Monthly. Free.

Closer Look. National Information Center for the Handicapped, Box 1492, Washington, DC 20013. 2-3 issues per year. Free.

Experiential Education. Society for Field Experience Education and the National Center for Public Service Internship Programs. Available from: Experiential Education, 1735 Eye St., N.W., Suite 601. Washington, DC 20006. Bimonthly. $15.00 per year (individuals); $75.00 per year (institutions).

Group & Organization Studies. University Associates, Inc., 7596 Eads Ave., La Jolla, CA 92037. Quarterly. $18.00 per year (prepaid).

Insight. The Council for Exceptional Children, 1920 Association Dr., Reston, VA 22091. 12 issues. $20.00 per year.

ISR Newsletter. Institute for Social Research, P. O. Box 1248, Ann Arbor, MI 48106. Quarterly. Free.

ITYB. Study of Mathematically Precocious Youth, The Johns Hopkins University. Available from: ITYB, P.O. Box 1360, The Johns Hopkins University, Baltimore, MD 21218. 10 issues. $5.00 per year.

NASA Report to Educators. National Aeronautics and Space Administration, Educational Programs Division/FE, Washington, DC 20546. 4 issues. Free (educators).

Network. North American Jewish Students Network, 15 E. 26th St., New York, NY 10010. 9 issues. $5.00 per year (students); $10.00 per year (non-students).

Occupational Outlook Quarterly. U.S. Department of Labor, Bureau of Labor Statistics. Available from any of these Bureau of Labor Statistics regional offices: 1603 Federal Office Bldg., Boston, MA; 1515 Broadway, New York, NY 10036; P.O. Box 13309, Philadelphia, PA 19101; 1371 Peachtree St. N.E., Atlanta, GA 30309; 230 S. Dearborn, Chicago, IL; 555 Griffin Square Bldg., Dallas, TX 75202; 911 Walnut St., Kansas City, MO 64106; 450 Golden Gate Ave., Box 36017, San Francisco, CA 94102. Quarterly. $4.00 per year.

Postsecondary Education in New York State. New York State Education Department, 99 Washington Ave., Albany, NY 12230. Bi-monthly. Free.

Programs for the Handicapped. Office for Handicapped Individuals, Department of Health, Education, and Welfare, 200 Independence Ave., S.W., Washington, DC 20201. 8-10 issues per year. Free.

Psychological Record, The. Kenyon College, Gambier, OH 43022. 4 issues per year. $6.00 (individuals); $10.00 (institutions).

Psychology of Women Quarterly. Human Sciences Press, 72 5th Ave., New York, NY 10011. Quarterly. $30.00 per year.

Recent Developments. Council on Library Resources, Inc. 1 Dupont Cir., N.W., Washington, DC 20036. Quarterly. Free.

Record. Maryland State Board for Higher Education, 93 Main St., Annapolis, MD 21401. Monthly. Free.

Rehabilitation Counseling Bulletin. American Rehabilitation Counseling Association, American Personnel and Guidance Association, 1607 New Hampshire Ave., N.W., Washington, DC 20009. Quarterly. Free (members); $9.00 per year (non-members).

Search. The Urban Institute, 2100 M St., N.W., Washington, DC 20037. Quarterly. Free.

TO OBTAIN ANY OF THE MATERIALS REVIEWED, PLEASE WRITE DIRECTLY TO THE NAME AND ADDRESS OF THE RESPECTIVE PUBLISHER